

SECRET

INSTRUCTION NO.
LI 20-12

LI 20-12
PERSONNEL
13 February 1970

SUBJECT : Composition and Procedures of the Logistics Career Board

RESCISSION: LI 20-110-6 dated 10 August 1959

1. GENERAL

This Instruction establishes the organization of the Logistics Career Service Board and outlines the basic procedures under which the Board will operate. As experience dictates, additional policy and procedural instruction as recommended to, and approved by, the Director of Logistics will be published.

2. COMPOSITION OF THE BOARD

The Logistics Career Service Board will consist of:

- a. the Deputy Director of Logistics, Chairman;
- b. heads of the following Office of Logistics components, Members--

EXECUTIVE OFFICE
Planning Staff *PLANS & PROGRAMS STAFF*
Procurement Division
Real Estate and Construction Division
Supply Division
Printing Services Division
Logistics Services Division

- c. Chief, Personnel and Training Staff, Secretary to the Board.

3. PROCEDURES

a. Meetings

Meetings of the Logistics Career Service Board will be convened at the discretion of the Chairman of the Board, by the Chairman at the request of any voting Member of the Board as described below, or at the direction of the Director of Logistics in his capacity as Head of the Logistics Career Service.

Group 1
Excluded from automatic
downgrading and
declassification

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b. Quorum

The Chairman, or his alternate as described below, and four Board members shall constitute the necessary quorum for Board action.

c. Alternate Chairmanship

In the absence of the Deputy Director of Logistics, an officer appointed by the Director of Logistics will serve as Chairman.

d. Alternate Membership

In the event of the head of an Office of Logistics component is unable to attend a given meeting of the Board, the Deputy Chief of that component is hereby designated as the component alternate member. In the event the Chief, Personnel and Training Staff is unable to serve as Secretary for any meeting, the next senior personnel officer in this component will so serve. Any changes to these noted rules of Member substitution will be made only with the express approval of the Director of Logistics in his capacity as Head of the Logistics Career Service.

e. Voting

With the exception of the Secretary to the Board, all members of the Board shall be entitled to vote. The Chairman may choose not to exercise his right unless his vote should be necessary to resolve a tie vote of the Board.

f. Approval of Board Actions

All actions of the Board will be subject to approval of the Director of Logistics in his capacity as Head of the Logistics Career Service unless the Director of Logistics has, by written memorandum to the Chairman of the Board, delegated specific approval authority to the Chairman.

4. COMMITTEES OR ACTION PANELS

At his discretion, the Chairman of the Logistics Career Service Board may create and convene such additional Committees or Action Panels as may be necessary or desirable to meet specific requirements which the Logistics Career Service Board may wish, or be directed, to address. Senior members of the Logistics Career

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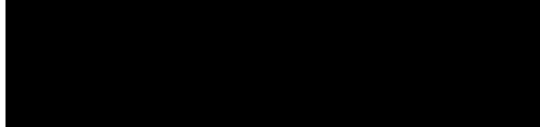
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Service, other than component heads, are eligible for appointment to these Committees and Panels. These bodies will act in accordance with such specific instructions as may be issued by the Chairman, and their reports and recommendations will be approved by the Logistics Career Service Board or referred by that Board to the Head of the Logistics Career Service, as appropriate.

5. MEETING AGENDA

It shall be the responsibility of the Chief, Personnel and Training Staff, OL, in his capacity as Secretary to the Board, to:

- a. prepare and make appropriate distribution of agenda for meetings of the Board or any of its appointed Committees or Action Panels.
- b. at the above noted meetings, present items on the agenda for Members' review and action and provide any documentary and/or regulatory data necessary to their deliberations.
- c. prepare and distribute minutes of the above-noted meetings as endorsed by the Chairman of the Board, and approved by the Director of Logistics, or his designee, in his capacity as Head of the Logistics Career Service.


JOHN F. BLAKE
Director of Logistics

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